



MENTORSHIP PROGRAM

2019
GUIDELINES

INTRODUCTION

ULI Tampa Bay is proud to announce the second annual Young Leaders Group Mentorship Program.

Young Leaders Group (YLG)

The Young Leaders Group is a subset of ULI Tampa Bay members under the age of 35, and as a group strives to facilitate networking and continuing education that will help our members as they further their careers. Our members include representatives from the entire spectrum of the land use industry: development, acquisition, management, brokerage, finance, architecture, engineering, governmental services, etc.

The mission of this ULI YLG Mentorship Program is to provide an opportunity for ULI YLG members and seasoned ULI members to connect, grow and create lasting relationships by sharing their knowledge and experiences in an atmosphere of confidentiality, trust and mutual respect.

PROGRAM OVERVIEW

The Mentorship Program fosters an exchange of professional ideas, friendship, and expertise among young real estate professionals and industry veterans. This program matches small groups of 6-8 young professionals (mentees) with one senior industry leader (mentor) for guidance and support, while offering mentors an opportunity to strengthen ties with the young future leaders of the local real estate community and ULI. Sharing many of the same characteristics as a ULI Product Council, this group mentoring program is resonant with ULI's culture of sharing experiences gained, mistakes made and lessons learned.

STRUCTURE

- Each mentor group shall consist of 6-8 Young Leaders Group members with an interest or experience in similar product types or sector. Each group is led by one Mentor.
- Mentor groups are expected to meet 6-8 times (minimum) between April and December 2019, for 1.5-3 hours per session. Most groups will meet during the week, a mixture of before/ during / after business hours, but it is up to the specific group.
- Each mentee must take responsibility for facilitating (help determine agenda, coordinate schedules, etc.) at least one meeting (see active participation below). Meetings can include: lessons learned from mentors' careers, discussing career goals, case studies, social events,

project tours, guest speakers, or anything else mutually agreed upon by the group.

- Each group will have one mentee member that will serve as a Group Leader for their mentor group throughout the Program. Group Leaders play a crucial role by acting as a liaison between the groups and ULI Staff/Mentor Program Chairs. The Group Leaders are not responsible for the content of all group meetings but should work to ensure the group continues to meet on a regular basis. The role is also crucial to take the scheduling work off the mentor's hands, as well as keeping the group focused and together.
- The program will be overseen by Mentorship Program Co-Chairs and ULI Staff (with assistance from the YLG Committee Chair and the ULI District Leadership).

CONFIDENTIALITY

The program will provide a confidential, trusting environment for educational and idea exchanges. Confidentiality is absolute, in all ways and forever. This is critically important to the success of this program, and a breach in confidentiality will be treated as a resignation from the Mentorship Program.

COMMITMENT

Every YLG applicant must be committed to the Mentorship Program in order to create the type of atmosphere necessary for success. Attendance and participation in each meeting for a full program is expected. Missing more than one meeting will disqualify mentees from further participation in your group and any future programs. If mentees must miss a meeting, they must notify their mentor and ULI Staff of your absence.

All applicants must sign the attached Memorandum of Understanding to be considered for the program. Applicants should verify with their employer/boss that they will be allowed the flexibility to participate in the Program prior to applying.

ACTIVE PARTICIPATION

Mentees should have a clear idea of what they want to achieve through the Mentor Program, whether that be obtaining career advice or learning from their peers and mentor about specific issues in their sector. During their first meeting, mentor groups should set an agenda for the coming year and assign each mentee responsibility for co-facilitating one mentor group session. Co-facilitation means that during their session, the chosen mentee will work closely with their mentor to set an agenda, coordinate schedules among the other mentees, and ensure that each member of the group is contributing. This role is crucial to taking the scheduling work off of the mentor's hands and keeping the group together.

ANNUAL TIMELINE

Application Period: March 7th – Thursday, March 28, 2019

Program Timeline: April 2018 – Early Dec 2019

A proposed minimum of 6 to 8 meetings will be scheduled from April through December, including two combined group events (Kickoff and Closing Event). The program will begin with a kickoff event in April that all groups will attend together. At that meeting, the YLG leadership will give an overview of the Program and mentees will meet their mentors and fellow group members.

CRITICAL DATES

- **March 7** – Applications Available Online
- **March 28** – Applications Due
- **April 1** – Applicants notified of admission to the program
- **April 5** – \$60 participation fee due
- **April 9th, 5pm @ American Social** – Mentor Program Kick-Off Reception (with all Mentor Groups)
- **April to December** – Small Group meetings
- **December** – Mentorship Program Closing Happy Hour Event (with all Mentor Groups)
- **March 2020** – Kickoff Party for next year's ULI Mentorship Program

PARTICIPANT SELECTION

YLG Members interested in participating will fill out a short application to quantify their interest in (and dedication to) the program. The selection committee will be composed of the Mentor Program Chairs, YLG Chair, ULI District Chair and ULI Staff. Upon acceptance, the participants will be asked to pay a \$60 program fee (\$35 for students) that will go toward the budget for the two group meetings.

Current membership in ULI is a pre-requisite for applying. All ULI members under the age of 35 are encouraged to apply.

For application information, visit:

<https://tampabay.uli.org/ylg-mentorship-program/>

PROGRAM CONTACT

ULI TAMPA BAY STAFF

Jenna Wylie | (727) 504-6594
Tampabay@ULI.org